

Pay Grade: 24
FLSA Status: Exempt
Emergency Response Level: Tier II

General Statement of Job

The Procurement Manager performs high-level professional administrative and supervisory work directing day-to-day buying activities and guiding a team of Procurement Agents for the Southwest Florida International Airport (RSW) and Page Field (FMY). Under the general direction of the Senior Manager, Procurement, this position is responsible for overseeing full-cycle public procurement operations, fostering cross-departmental collaboration, and delivering exceptional internal customer service.

Additionally, this role drives collaborative, client-focused procurement while independently drafting technical specifications, scopes of work, and complex contracts for specialized services. Performance is evaluated through operational results, reporting, and client satisfaction.

Minimum Qualifications

- A valid Florida driver's license within 30 days of hire
- A Bachelor's degree in Business or Public Administration or related field, and a minimum of four years of experience required, or an equivalent combination of education and experience
- A minimum of three years of experience in a Supervisory role
- Must currently hold a Certified Professional Public Buyer (CPPB) or Certified Public Procurement Officer (CPPO) or the ability to obtain within 24 months of hire
- Must successfully pass a criminal background screening, drug test, and meet the requirements to obtain a Security Identification Display Area (SIDA) badge, through the SIDA training process and TSA Security Threat Assessment

Preferred Qualifications

- Prior experience in a public sector, government, or airport procurement environment
- Working knowledge of specialized aviation, document management, procurement, and project management software

Duties and Responsibilities

- Direct, hire, and supervise Procurement Agents within the procurement office, establishing performance goals, evaluating progress, and supporting staff development through coaching and technical training
- Participate in departmental strategic planning, contributing to the development and implementation of organizational procurement goals
- Analyze cost, spend, and market data to identify price trends, prepare cycle reports, and evaluate operational efficiency to guide data-backed purchasing decisions
- Oversee the end-to-end procurement process for highly technical, specialized, and complex purchases
- Draft, negotiate, and formulate robust procurement contracts to protect organizational interests
- Review and approve requisitions, ensuring all purchases comply with organizational policy as well as federal, state, and local laws
- Evaluate formal and informal vendor submissions for responsiveness and responsibility, and review and approve legal notices, sole-source determinations, and emergency purchase requests
- Partner with client departments to provide ongoing procurement guidance, policy interpretation, and structured training programs on purchasing workflows
- Perform other duties as assigned



Knowledge, Skills, and Abilities

Knowledge of:

- Federal, state, and local public procurement laws, statutes, and ordinances
- Purchasing and contract practices, principles, methods, and procedures
- ERP system, RFPs, RFBs, RFQs, P-Card Programs
- Vendor performance monitoring, dispute resolution, and contract administration practices

Skills in:

- Strategic sourcing techniques
- Strong written and verbal communication

Ability to:

- Develop and maintain highly effective internal and external working relationships
- Work independently
- Prepare useful written and oral reports

Emergency Response/Recovery Activities

Lee County Port Authority personnel are designated by tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

ADA Compliance

The Lee County Port Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Port Authority will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

Work Environment

- Tasks are performed with intermittent exposure to adverse weather and elevated noise conditions

Physical Requirements

- Medium - Physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials up to 50 pounds

Every job duty in a job description need not always be specifically described, and any omission does not preclude the required performance of all duties that are job-related.

10/22, 12/23, 12/25, 8/26

